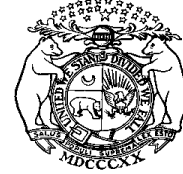




MISSOURI DEPARTMENT OF MENTAL HEALTH

KEITH SCHAFER, DEPARTMENT DIRECTOR



DEPARTMENT
OPERATING
REGULATION
NUMBER

DOR
1.560

CHAPTER General Department	SUBCHAPTER Travel Expenses	EFFECTIVE DATE 4-15-2013	NUMBER OF PAGES 2	PAGE NUMBER 1 of 2
SUBJECT Reimbursement for Consumer/Family Supports and Accommodations		AUTHORITY 630.050 RSMo	HISTORY See below	
PERSON RESPONSIBLE Director, Office of Constituent Services			SUNSET DATE 7-1-2016	

Purpose: Prescribes policies for reimbursement for appropriate supports and accommodations to consumers and family members who participate in advisory roles.

Application: Applies to the entire department.

(1) Definitions.

(A) **Prior Written Approval:** Written attachment to the expense voucher or invoice and signed by the Division Director or designee for reimbursement of childcare/respite/personal care attendant.

(B) **Qualifying Activity:** An activity that is eligible for reimbursement as determined by the Office of Constituent Services and/or the division directors.

(2) The department shall reimburse consumers and family members who attend and participate in state-sponsored activities at the request of the Department of Mental Health. This may include, but is not limited to, appointed and/or requested membership on Department of Mental Health advisory councils, committees, workgroups, and/or task forces. Documentation of the expense is required.

(3) Covered Expenses.

(A) Mileage reimbursement for qualifying activities at least thirty (30) miles from the person's home will be reimbursed at the rate per mile set forth by the Office of Administration.

1. Mileage will be reimbursed for only one person per vehicle.

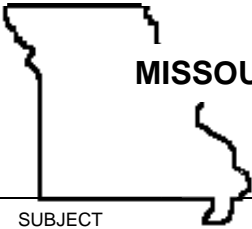
2. The Department may request that consumer(s)/family members carpool whenever possible.

(B) Meal reimbursement for qualifying activities shall be reasonable and necessary for attendance/participation in the requested activity and shall be limited by an amount not to exceed current rate set by the Office of Administration for breakfast, lunch, and dinner. Breakfast will be reimbursed when early departure is required (prior to 7:00 a.m.); dinner will be reimbursed only when late arrival is required (after 6:00 p.m.).

(C) When an overnight stay is required for attendance/participation in a qualifying activity, direct billing for lodging may be arranged or lodging reimbursement at the government rate may be requested with prior written approval of the Department of Mental Health.

(D) Child care or respite services may be reimbursed with prior written approval according to the following guidelines:

1. If the consumer/family member attending/participating in a qualifying activity is the parent/primary caregiver of one or more children under the age of twelve



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(12) who do not have disabilities, reimbursement not to exceed twenty dollars (\$20) per day will be provided to assist with the cost of extra expenses beyond regular child care/school arrangements when early departure or late arrival is required.

2. If the consumer/family member attending/participating in a qualifying activity, is the parent/primary caregiver of a person who has a disability, the actual cost of personal care/respice will be reimbursed for time the person who has a disability is not otherwise supported at school or in other day activities, up to a maximum of ten dollars(\$10) per hour.

a. Exceptions to the maximum rate may be requested in writing from the respective office or division director.

b. Documentation regarding actual rate and hours of service with signature of provider is required.

(E) If the consumer/family member attending/participating in a qualifying activity has a disability that requires assistance with activities of daily living and such support is necessary, the actual cost of a personal care attendant to support the person in qualifying activities will be reimbursed up to a maximum of twelve dollars (\$12) per hour with prior written approval. Documentation regarding actual rate and hours of service with signature of provider is required.

(4) The State will use direct billing for expenses whenever possible.

(5) Stipends and Contracts.

(A) State General Revenue (GR) dollars may not be used to provide stipends for attendance/participation of consumers and family members in qualifying activities.

(B) The Department may, under the specific contracting rules and regulations, contract with consumers and family members as consultants to provide professional education, information, and consultation services when such services:

1. relate to the development or delivery of a specific product within a specified timeline, or

2. supplement functions currently performed by employees of the department.

HISTORY: Original DOR effective February 1, 2002. The original was reinstated without amendment on May 15, 2005. On July 1, 2008 the sunset date was extended to July 1, 2011. On May 23, 2011 the sunset date was extended to July 1, 2014. Amendment effective April 15, 2013.